
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All Political Subdivisions

FROM: Matthew Parkinson, Director of Data Analysis

SUBJECT: 2016 Remaining Gateway Budget Forms Now Available

DATE: June 30, 2015

The Department of Local Government Finance ("Department") has opened the Debt Worksheet, Form 3, and County Council Review Worksheet within Gateway for the 2016 budget cycle. The Budgets Application may be accessed through the Local Official page on Gateway at <https://gateway.ifionline.org/>.

Debt Worksheet

The Department has amended the Debt Worksheet so that debt payment amounts are collected for six months more than in previous versions of the worksheet, in accordance with the data submission requirements established by House Enrolled Act 1388-2015. For the 2016 budget cycle, users will submit debt payment information in four groups, with labels referring loosely to the Form 4B:

- Line 2: July 1, 2015 – December 31, 2015
- Line 1: January 1, 2016 – December 31, 2016
- Line 11A: January 1, 2017 – June 30, 2017
- Line 11B (new for 2016 budgets): July 1, 2017 – December 31, 2017

Please note that the format of the Form 4B itself will not change. For additional details related to debt service budget changes, please see Commissioner Courtney Schaafsma's June 5, 2015 memo:

[http://www.in.gov/dlgf/files/pdf/150605 - Schaafsma Memo -
Legislative Changes Affecting Debt Service Operating Balances.pdf](http://www.in.gov/dlgf/files/pdf/150605_-_Schaafsma_Memo_-_Legislative_Changes_Affecting_Debt_Service_Operating_Balances.pdf).

Form 3

The user experience for completing the Form 3 Notice to Taxpayers for 2016 budgets will mirror the experience for the 2015 budgets. The form now documents that official budget advertisements are available exclusively at <http://BudgetNotices.IN.gov>. The Department reminds school units that newspaper advertising requirements for capital project plans and bus replacement plans remain in place.

County Council Review Worksheet

Similarly, users should find that the County Council Review Worksheet has a similar format and functionality for 2016 budgets as it did for the 2015 budgets. Please note that the County Council Review Worksheet is due before September 2, 2015, in accordance with IC 6-1.1-17-3.5. Units subject to binding

adoption from a county, city, or town are not required to complete the County Council Review Worksheet.

For additional information, please see the Department's May 21, 2015 memo regarding the Budgets Application ([http://www.in.gov/dlgf/files/pdf/150521 - Parkinson Memo - 2016 Gateway Budgets Application Now Available.pdf](http://www.in.gov/dlgf/files/pdf/150521_-_Parkinson_Memo_-_2016_Gateway_Budgets_Application_Now_Available.pdf)) and the 2016 Budget Calendar ([http://www.in.gov/dlgf/files/pdf/150518 - Jones Memo - Revised 2015 - 2016 Budget Calendar.pdf](http://www.in.gov/dlgf/files/pdf/150518_-_Jones_Memo_-_Revised_2015_-_2016_Budget_Calendar.pdf)).

Questions may be directed to the Gateway support team at (317) 234-4480 or gateway@dlgf.in.gov. Questions may also be directed to Director of Data Analysis Matthew Parkinson at (317) 232-3759 or mparkinson@dlgf.in.gov.

For budget-related questions outside of data entry into Gateway, please contact your budget field representative.